

ORA-01-02.01 Definitions

- Internal Deadline:** The date and time for which items are due to ORA. The ORA has determined that UA's internal deadline is three full business days prior to the sponsor's deadline for proposal submission.
- Proposal:** Any competitive or supplemental application seeking external funding which is submitted to an external entity.
- Sponsor:** The funding entity from which UA is requesting external funding. For this policy's purpose, the term sponsor is the direct sponsor, the entity with which UA is entering into agreement.
- Sponsor Due Date:** The date and time after which the sponsor will no longer accept proposals for a given funding opportunity.
- Subcontract:** Also known as subaward(s) or subrecipient(s). A contractual agreement from The University of Akron to an external party (such as another academic research institution) to perform substantive work assigned by UA as part of a sponsor's award to UA.

ORA-01-02.02 Related Regulations

UA Board Rule [3359-2-05](#).

[2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, specifically [2 CFR 200.86](#) and [2 CFR 200.93](#).

ORA-01-02.03 Purpose

The University of Akron is committed to facilitating researcher engagement in externally funded sponsored programs while providing responsible stewardship of University resources. Pursuant to UA Board Rule 3359-2-05, the Office of Research Administration (ORA) is responsible for submission of all proposals (i.e., applications) for sponsored funding on behalf of The University of Akron.

ORA is responsible for confirming institutional support for the application; verifying the accuracy and validity of all administrative, fiscal and programmatic information; and ensuring that the proposal is compliant with University and sponsor policies and other submission requirements.

The timely internal submission of proposals ensures sufficient time for thorough consideration and review of the proposal materials and budget(s) for compliance with all necessary policies and regulations. This includes the identification of any elements of a proposal that are non-compliant with the sponsor guidelines or that go against the University's policies, practices or priorities. The

University reserves the right to retract any proposal or reject an offer of award which results from a proposal submitted to an external entity that has not been authorized by ORA.

ORA-01-02.04 Policy

The complete and final proposal, accompanied by the [required Department and/or College-level approvals](#), as well as any other attachments, including complete subcontract documentation, or approvals required by the sponsor, must be received by the ORA **at least three (3) full business days prior to the sponsor's due date**.

If the University's internal deadline is not met, ORA reserves the right to not submit the given proposal. Late submissions will be accepted on a case-by-case basis to be determined by the Research Director or Research Director's designee.

ORA-01-02.05 Proposal Submission Process

As soon as the Principal Investigator (PI) decides to request external funding, the PI will complete the [PI Proposal Pre-Review Checklist](#) to determine if the proposal requires review prior to submission.

- If a proposal requires review before submission, the PI will submit the completed PI Proposal Pre-Review Checklist with the required accompanying documents to the appropriate Sr. Grants Coordinator (Sr. GC) three weeks prior to the sponsor's deadline.
- If pre-submission review is not required, it is not necessary to send the Sr. GC the completed PI Proposal Pre-Review Checklist; however, providing three weeks advanced notice of the upcoming deadline and the intent to submit to the appropriate Sr. GC is still expected.

To identify the appropriate Sr. GC, see the [ORA staff directory](#), available on the ORA webpage.

The Sr. GC will work with the PI to determine eligibility to submit and the documents necessary to satisfy the requirements outlined in the sponsor's RFP.

The Sr. GC will prepare the proposal budget (if required), review subcontractor documentation (if required), assist with any other aspects of the proposal preparation as needed, and conduct a final review of the completed proposal to ensure compliance with the RFP.

The Sr. GC will complete any required certifications and assurances.

The PI will provide all required proposal components to the Sr. GC prior to the internal deadline, at least 3 full business days prior to the sponsor's deadline, see ORA-01-02.04 above.

Unless otherwise mandated by the sponsor, ORA will submit the proposal to the sponsor. Sponsors that require proposal submission be made directly by the PI, or by the UA Development Office, must still receive ORA approval and follow all necessary policies.